



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

MINUTES

SCHOOL COMMITTEE MEETING

Wednesday, June 17, 2015

Thomas. C. Passios Meeting, Room #13- 7:00 p.m.

School Committee

Gregory Berthiaume
Michael Mackin
Colleen Shapiro-absent
Heather Sroka
Wendy Bertrand

Superintendent

Loxi Jo Calmes

Recording Secretary

Liz Petersen

Student Representative

Sophia Holman-absent

Guests

Elaine Blaisdell, Lunenburg Primary School Principal
Robert Dee & Sandra Martin, Dee Bus Co.

Call to Order at 7:02 p.m.by Dr. Berthiaume

Review and Approve Warrants-warrants were on the table for signature, one line item transfer from Mr. Londa moving a total \$8,703 in order to address overages in building contract maintenance, sewerage, and vehicle maintenance. Frequent repairs to HVAC equipment led to higher costs for contract maintenance. Telephone system reduction was due to dropping certain phone lines to save money and to get ready for the new school configuration. Superintendent Calmes recommended approval.

Review and Approve Minutes

June 3, 2015 Regular Session Minutes put forth and approved by committee.

Superintendent's Report

Thanks to students, teachers and parents for being a part of a successful school year. One full day and two half days are left in the school year. All the photos at Facebook give a nice review of the year with many positive highlights. Working with master teachers who are finishing their projects this year and developing projects for next year will focus on curriculum improvement efforts. This summer we will be posting curriculum maps of Social Studies and ELA on the websites. A special curriculum task force will be working with Anna Keegan next year to identify power standards and bracing standards for each grade level in history and social studies. This is a deeper analysis with more integration of Social Studies program and ELA to hopefully make students better writers and critical thinkers. On LHS website there are samples to view of curriculum maps.

Identified dates for Washington DC trip are after Memorial Day for the 2015-2016 school year. Previous calendar listed May 23rd as the start of this trip. May 31st-June 2nd are correct dates. Superintendent Calmes shared some comments from students that had just participated in the Washington Trip with the school committee. Students and parents/guardians are very positive about the trip.

Recent appointments and reassignments of staff- Lisa Leblanc, current 5th grade teacher will be now be reassigned to the sixth grade as well as 5th grade teacher Susan Reardon. Mr. Cournoyer, current 6th grade teacher will be reassigned to 5th grade. New school psychologist Lori Shea replaces Suzanne Saven who is retiring. School psychologist/elementary guidance teacher Samantha Dorsey hired for the Primary school position. She recently received her CAGS, and has been previously subbing for Cambridge Public Schools. Amy Harrington former teacher in 3rd and 7th grade in Lunenburg, will be rejoining us as a 4th grade teacher.

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Daniel Frazer newly hired in the maintenance position, currently employed by Lowe's. Mr. Londa impressed by his technical and customer service skills. Krista Diamantopoulos will be the new 7th grade math teacher. She is currently teaching at Our Lady's Academy and pursuing a master's in education at FSU. Virginia Hutoon hired as Achieve teacher at LHS. She currently works in a similar position at North Middlesex. We are still interviewing for additional posted positions. Ms. Ford, school nurse at the Primary, has announced that she will be resigning and relocating to another state.

Mr. Londa and the custodial/maintenance personnel have many summer facilities projects underway in addition to the usual summer cleaning of the buildings. Much work this summer will be related to transition planning-clean out & disposal, summer repairs & reconditioning of classrooms, and asbestos abatement at THMS for 4 classrooms which will eventually become central offices. At THMS custodial staff will be removing TV mounts and wiring left over from the old channel one system, at the Primary school there will be wall repairs and painting, playground resurfacing, and gym refinishing. Most likely a new list of property to declare excess will be forthcoming.

Friday will be an early release PD day rescheduled from February due to weather. Staff will be focused on DDMs, principals spoke about work being part of their School Improvement Plans. Service learning class offering Lunenburg credit from Gail Okerman and Tim Sheasgreen working with executive functioning Understanding and addressing challenging behaviors PD given by Mary Young. Seeing more students with behavioral challenges and signs of trauma, and the district needs to support these students.

Superintendent Calmes explained that every two years we are required to sign a certification concerning delegation for dispensing of medication on field trips and school outings. School physician Dr. Lyons signed this document, after school nurse Ms. Leah Megan attended a workshop as required.

Tomorrow, LHS will hold the underclassmen awards. Superintendent Calmes will be presenting awards to students Ron Hyatt and Sophia Holman for their participation on the Calendar Advisory Committee and the School Committee. Superintendent Calmes brought a picture of the poster created by Kaliah Matthews regarding an anti-tobacco message.

Student Representative's Report-no report was given due to absence.

School Building Committee Report-met last Wednesday, June 10th. Approvals of invoices presented, scheduling, today met as a construction meeting. Hitting big milestones-building pretty much enclosed at this point-exterior drywall essentially complete. Preparing for site work this summer including utility lines in TCP parking lot, working with traffic flow and Mr. Londa is working with police department who will make themselves available if needed. In building "A" spray foam for insulation will be complete the end of this week as well as vapor barrier. Interior framing done by next week, 2nd floor ongoing till end of month. Rough plumbing completed by end of next week, main branch lines for sprinkler system as well. Building "B" where auditorium is located, concrete work done for stage and tiered seating indoors. Above tiered seating there will be sound and lighting equipment, as well as a sloped floor. Depth of stage graded as well for good vision. Catwalk will make top stage lighting accessible. Gym masonry is almost complete, as well as media center. Buildings "C" and "D" have begun framing, which is part of the MS portion. Area that contains locker rooms rough plumbing started, with wallboard above lockers. Project 35% complete, within two weeks of original baseline schedule. Catching up with framing with building "D" and outside masonry. Masonry contractor trying out a robotic mason called Sam which feeds brick, butters brick and using lasers, guides it to where it should be placed. This is in addition to masons already on the job. Hope is that this will speed up the process. Superintendent Calmes will send a link to the website which shows the robotic mason. Sent information to Mr. Belair so hopefully he can incorporate this with students in robotics program in fall. Board of Selectmen took a tour yesterday, hopefully will receive feedback. Superintendent has contacted other boards in town and offered opportunity to schedule tours. Superintendent Calmes showed the committee and public a slideshow of pictures of progress. Next SBC meeting is July 8th 4:30pm in construction trailer. First part is tour, public welcome.

Old Business

Action

FY16 Budget Line Item Vote: Superintendent Calmes explained that currently a few line items have different amounts than in March. At that point presented a level service budget, now have taken the action for the addition of both a 4th and a 6th grade teacher. The Superintendent reviewed specific lines that were adjusted and the reasons for the adjustments. Overall, personnel expenditures are up \$40,135 from March with the addition of two teachers and staffing changes. Superintendent Calmes then review changes to the non-personnel expenditures from the level service budget presented in March. Adjustment included reducing the special education private tuition line by \$100,000 for unanticipated placements. Also reduced collaborative tuition line by \$80,800 due to recent notification of a student moving. Mr. Mackin made a motion to approve the line item budget, Ms. Sroka seconded. **Vote: Unanimous**

Superintendent Calmes stated that they are still waiting for more information from the state regarding the kindergarten grant, and still hasn't heard about increase in Chap. 70 allocation and final circuit breaker funding. Both budgets contain the 40S funding, still unknown. Hoping we can acquire an additional district BCBA if funding is realized. Dr. Berthiaume clarified that only the circuit breaker and kindergarten grant allocation could be allocated by the school without action at a town meeting. Final budget will be posted on the website.

Bus Bid Results-No bids were received. We did receive a letter from Dee Bus bid reaffirming their costs at the same price as last three years. Superintendent Calmes recommended a one year contract to extend to Dee Bus for the 2015-2016 school year that the School Committee authorize Dr. Berthiaume as Chair to sign the contract. Mr. Mackin made a motion, Ms. Sroka seconded, **Vote: Unanimous**

Ms. Sandra Martin and Mr. Bo Dee, thanked Ms. Linda Hargraves and bus drivers that do a wonderful job, hope they can stay as a family business for many years. They also expressed their gratitude to Superintendent Calmes and the Committee for giving them the opportunity to do business. They asked the committee members to let them know if there were any parent or service concerns. Mr. Mackin commented that parents have relayed if they have a concern it is always addressed in a timely manner.

New Business

FY16 Primary School Improvement Plan and Handbook: Ms. Blaisdell expressed that 300 parents were attending a musical presentation "carnival of animals" this evening at the Primary Schools. Ms. Blaisdell thanked the school committee for allowing her to present, thanked staff and parents for being on school council, and listed all members. She extended a large thank you for a successful year, staff committed to educating the whole child. Expressed highlights of accomplishments-staff used PD to develop model curriculum units. New units include economic unit in kindergarten area, math unit binder to common core, patriotic signs and symbols unit in first grade, service learning unit regarding veterans and researching family veterans, third grade completed great books, completed science and social studies curriculum maps which will be finalized this summer. Specialists also worked on parent communication with message centers and parent emails. Curriculum maps developed in music, art, etc. Developed new technology curriculum map that hadn't been introduced before. Teachers have worked on persuasive writing, consistency in math assessments, and utilized common planning to review assessments. Activities at the Primary have included student/parent math night, service learning animal project, empty bowls with hunger task force from LHS, food drives, giving tree filled, after school activities, Student Council buddy bench dedication, friendship chain in café. Completing random acts of kindness. Conducted parent survey, looked at student data to add 21st century learning and technology. The Primary School Improvement Plan includes the following goals:

1. Students will improve their academic areas in written language, ELA and math- contains RTI modeling, will identify areas in technology to help improve these areas.
2. All students will grow to potential, as contributing members of community-anti-bullying and service learning (new) are components of this goal.
3. Improve communication with community-area needing improvement from parent survey. To improve website-improving individual teacher's websites, clear communication of curriculum maps.
4. Transition planning-specific to needs developing at Primary, Specific transitions of 2nd and 3rd grade -will have to have move up days for both, making sure parents and students know what is happening, making sure

extended day program has the space needed, where special areas will be housed after reconfiguration. Have planned two evenings in fall to focus on transition. Additions in handbook of information concerning parents updating registration information through Powerschool, service animal information as well as animals in the schools, early updated immunization requirements.

Superintendent Calmes acknowledged that there is an active after school activities program right now at the Primary School with a high participation rate, community service learning presentations, especially the veterans project was particularly moving, as it is much more meaningful for students to have a hands on participation. Part of curriculum has shifted to a community service learning model which benefited the students tremendously.

Superintendent's Evaluation- Dr. Berthiaume explained that the evaluation process starts in August when they present goals, and ends now when they evaluate them. Received input from each member of the committee, and took excerpts and reviews from all to incorporate into the evaluation. Dr. Berthiaume shared that the Superintendent had significant progress with 6 classroom observations a week, community service learning goal. Overall rating was proficient, and the hard work and extra time and effort in working is commendable. This evaluation is reported to the DESE. Superintendent Calmes thanked the committee and stated that she believed in continuous improvement.

Donations- Primary school received \$225 from Target from Thanks a Billion special promotion. All parents had to do was to say thank you at their site. For every thank you, Target donated \$25. Superintendent Calmes recognized a recent donation of various office supplies from the Jane Doyle estate that will be utilized for summer school students as well as for students within the district during the school year. The third donation is from Mr. Zach Cutting valued at \$2060 for 80 T8 start lamps and ballasts equipment for lighting that will be used within all of the schools. Superintendent Calmes recommended approval of all donations with gratitude. Mr. Mackin motioned to approve, Ms. Sroka seconded. **Vote: Unanimous.**

Public Comment-Ms. Luck mentioned how great the tour of the building was, filled with natural light, three selectman went on the tour and Pete Lincoln joined from the Eagle House as well. Mr. Mackin mentioned 10th anniversary of Boys and Girls club on Friday, 6/26, everyone invited.

Reports

- a. Finance Committee-Ms. Sroka mentioned that they had met last week, did not attend.
- b. School Councils-all meetings for the year now wrapped up.
- c. PTO-met last Monday, new vice president Jessica Frank, membership. \$15,400 raised this year.
- d. Policy Sub-Committee-Dr. Berthiaume stated that they needed to meet soon.
- e. Capital Planning Committee-Ms. Sroka has not heard about any meeting plans currently.
- f. Wellness Advisory Committee-hasn't met since last meeting, Ms. Finch will now chair the advisory.
- g. PAC/SAL-No report given due to absence of Ms. Shapiro.
- h. Reuse Committee-Mr. Mackin relayed that they met on Monday the 15th. Discussion regarding feasibility study approved at town meeting of old town buildings such as the old Primary School. Presented conceptual property line drawing, committee will proceed based on this line.
- i. Transition/Reconfiguration-Superintendent Calmes stated that the administration team focused on this today. Teams meet on July 1st and 2nd. Transition teams are comprised of one representative from special services, special areas, guidance, administration, and paraprofessionals. Groups sectioned into Prek-2, Grades 3-5, and Grades 6-12 that will meet on July 1st and 2nd. During school year twice per quarter these groups will be focused on transition planning. These teams will also work throughout school year with school councils. Want to have teams develop FAQs during the summer. Superintendent Calmes will ask parents to share their opinions and questions through her last Superintendent's Update of the school year. Sharing staff will be discussed in teams, making sure all teachers will still have full schedules. Discussion will focus on how to build culture and team building with new configuration. Making recommendations of where staff will be within buildings, fundraising efforts will take place, as well as PD needed. Hopefully parents will support fundraising efforts for the 3-5 playground. Comprehensive transition plan created in February that outlines tasks will be reviewed and adjusted as recommended. Will begin having meetings with HS/MS faculty for furnishings, equipment and technology-scheduled for October. Teachers will come in groups for design

development meetings to make choices. \$13,000 investment for 27 staff members to work in transition teams this summer.

- j. Diversity Advisory Committee- voted to appoint Ms. Hanscom as chair of that committee. Started by TED talk that was very relevant. Dr. Berthiaume will forward the link about TED talk to the committee.
- k. Start-Time Sub-Committee-need to prepare for open houses.

Adjournment-Mr. Mackin motioned to adjourn at 8:59pm, Ms. Sroka seconded. **Vote: Unanimous**

Respectfully Submitted,

Liz Petersen
Recording Secretary